

ASSEMBLY JOB DESCRIPTIONS

ASSEMBLY CHIEF CLERK	2
ASSISTANT CHIEF CLERK	3
ADMINISTRATIVE OFFICER	4
ADMINISTRATIVE ASSISTANT	6
ADMINISTRATIVE ASSISTANT V	8
ASSOCIATE CLERK.....	10
COMPUTER SPECIALIST	11
GRAPHIC DESIGNER.....	12
ASSEMBLY PHOTOGRAPHER.....	13
LEGISLATIVE ASSISTANT.....	14
LEGISLATIVE ASSISTANT.....	16
LEGISLATIVE ASSISTANT IV	18
RESEARCH ASSISTANT	19
SERGEANT-AT-ARMS	21
ASSISTANT SERGEANT-AT-ARMS	22
ASSEMBLY MESSENGER	23

ASSEMBLY CHIEF CLERK

Description

Chief Clerk performs highly responsible administrative, financial and ceremonial duties in providing expansive services to members of the Legislature. This position directs and administers the personnel, purchasing, accounting and general business functions of the Assembly.

Examples of Work Performed

An employee in this classification will serve as the Chief Financial Officer for the Assembly and oversee inventory and purchasing of all materials and supplies necessary for the Legislative session; make decisions on type and quality of equipment and supplies as necessary; administer personnel policies as outlined by Statutes, Rules and Assembly policy; supervise the operation and staff of the Office of Assembly Chief Clerk; oversee the accounting functions of the Assembly to include payroll, authorization of all vouchers and balancing of account; supervise the recording of the Journal of the Proceedings, engrossing and enrolling of bills, resolutions, etc.; serve as custodian of all official records of the Assembly; announce the business before the Assembly in the order in which it is to be acted upon; serve as parliamentarian for the Assembly; and, perform any other functions as indicated in the Rules of the Assembly.

Required Knowledge, Skills and Abilities

An employee in this classification should have a thorough knowledge of legislative organization and processes; thorough knowledge of and the ability to administer the rules and procedures of the Assembly; ability to provide consultation to legislators on procedural matters; and experience in supervision and management of an office.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ASSISTANT CHIEF CLERK

Description

Individual provides administrative support to the Chief Clerk and members and staff of the Assembly. This position directs, coordinates and performs the personnel, purchasing, accounting and general business functions for the Assembly. In addition, the Assistant Chief Clerk is responsible for performing the functions of the Chief Clerk in his/her absence and on the first day of the legislative session. Responsibilities of this position are broad in range and are performed under the general direction of the Chief Clerk.

Examples of Work Performed

An employee in this classification supervises the operation and staff of the Office of Assembly Chief Clerk; oversees the keeping and preparation of the Journal of each day's proceedings; performs all functions as directed by the Chief Clerk; and, must be able to perform the duties of the Chief Clerk in the absence of the Chief Clerk of the Assembly.

Required Knowledge, Skills and Abilities

An employee in this classification should have considerable knowledge of legislative organization and processes; considerable knowledge of the rules and procedures of the Legislature; thorough knowledge of the principles and practices of business management, especially as they pertain to personnel, procurement, office management, and accounting and budgetary controls; and, an ability to provide consultation to legislators on procedural matters.

Minimum Training and Experience

An employee in this classification will be a graduate from an accredited college or university with two years of relevant office management experience or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ADMINISTRATIVE OFFICER

Description

Administrative Officer positions are assigned to the following offices:

Speaker
Majority and Minority Leader

This position requires one of the highest degrees of administrative skill required for any position in the Wisconsin State Assembly. In addition, persons appointed to these positions should have a thorough working knowledge of the legislative process. Finally, a high degree of administrative skill is required for the management of the organization and operation of the Wisconsin State Assembly.

Examples of Work Performed

Act as chief administrator and personnel officer in planning, organizing and supervising the work of technical, semi-professional and professional staff. Act as a liaison between this legislators's staff, the legislature as a whole and other parts of state government in general. Develop and install administrative procedures and operations and evaluate their efficiency and effectiveness. Meet with all levels of legislative leadership and staff to develop the policy and budgetary program. Work closely with the Assembly Chief Clerk on all operational and organizational matters.

Required Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of Assembly procedures and public administration. Considerable knowledge of the principles and practices of governmental budgeting, accounting, purchasing, personnel administration, modern office management, and public relations. Ability to develop and install administrative procedures and operations, and to evaluate their efficiency and effectiveness. Ability to write and speak effectively. Ability to establish and maintain effective working relationships with fellow employees, administrative officials and legislators.

Minimum Training and Experience

Graduation from a college or university of recognized standing and one year of managerial experience, or advanced level professional experience which will provide reasonable assurance that the skills and knowledge required upon appointment have been acquired and that any additional skills and knowledge required at the full performance level can be acquired within a reasonable period of time.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing

Occasional sitting, standing, walking, stooping, kneeling or crouching

Reach with hands and arms

Talk and hear

ADMINISTRATIVE ASSISTANT

Description

Administrative Assistants are assigned to the following offices:

Speaker and Speaker Pro Tempore
Majority and Minority Leaders
Chief of Joint Committee on Finance
Majority and Minority Caucus Chairs
Chief Clerk

This position is associated with performing administrative work of more than ordinary difficulty and responsibility requiring the exercise of a considerable amount of individual initiative and independent judgment, directing the business affairs of a member in the leadership of the Wisconsin State Assembly.

Examples of Work Performed

An employee in this classification will make constituent contacts and maintain constituent files with solutions to constituent complaints and problems; act as liaison for an Assembly leader between members of the Assembly, Senate, and other legislative and state agencies as regards to the Assembly leader's business; develop and install operating procedures for the office and make recommendations concerning legislative policies, rules and proposed legislation; draft legislation, review and analyze Administrative Rules and Legislative Committee reports; and keep Assembly leader advised of legislation, legal opinions, court decisions and precedents, by attending public hearings, executive sessions and agency meetings.

Required Knowledge, Skills and Abilities

An employee in this classification should have a thorough knowledge of the functions, policies, rules, laws and regulations pertaining to the Wisconsin State Assembly; some knowledge of the principles and practices of business management, including management principles as they pertain to personnel, procurement, office management, accounting and budgetary controls; ability to help plan, organize and work with any organizational or functional subdivision of the Legislature or legislative agencies; ability to formulate and initiate operating plans and procedures and to direct their application; ability to speak and write effectively; and, ability to establish and maintain effective working relationships with fellow employees, administrative officials, and the general public.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing and two years of advanced office experience or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ADMINISTRATIVE ASSISTANT V

Description

Administrative Assistant V positions are assigned to the following offices:

Speaker and Speaker Pro Tempore
Majority and Minority Leader
Chair of Joint committee on Finance
Chief Clerk

In addition to the duties and responsibilities of an Administrative Assistant, employees in this class direct a staff of technical, semi-professional and professional employees. Employees have a great deal of latitude in areas of decision making and initiating action within a broad framework of laws, Assembly rules, customs and traditions. Work is evaluated by legislative leaders through conferences, personal observations and reports.

Examples of Work Performed

An employee in this classification will plan, organize, and supervise the work of technical, semi-professional, and professional personnel from the legislative agencies; evaluate their programs and implement improvements; represent the Assembly in important public relations work involving program promotion, coordination and cooperation with other private and governmental agencies, and public appearances; and, perform related work as required.

Required Knowledge, Skills and Abilities

An employee in this classification should have thorough knowledge of the principles and practices of Assembly procedures and public administration; considerable knowledge of the principles and practices of governmental budgeting, accounting, purchasing, personnel administration, modern office management, and public relations; ability to develop and install administrative procedures and operations, and to evaluate their efficiency and effectiveness; ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures; ability to write and speak effectively; and, ability to establish and maintain effective working relationships with other fellow employees, administrative officials and legislators.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing and three years of managerial experience, or advanced level professional experience which will provide reasonable assurance that the skills and knowledge required upon appointment have been acquired and that any additional skills and knowledge required at the full performance level can be acquired within a reasonable period of time.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ASSOCIATE CLERK

Description

Associate Clerks work under the supervision of Assembly Chief Clerk and perform a number of duties for the successful operation of the legislative offices and the Wisconsin State Assembly.

Examples of Work Performed

An employee in this classification may work in the production, publication and distribution of the Assembly Journal, Bulletin of the Proceedings, Daily Calendar, Weekly Schedule of Committee Activities, and all Assembly proposals and amendments; make required entries in the histories of legislation; direct engrossing and enrolling of Assembly proposals; certify to the Secretary of State all Assembly proposals that have passed the Legislature; present to the governor for action all Assembly proposals that have passed the legislature; deposit documents and records with the appropriate state agencies; maintain legislative office accounts; accounts payable/receivable; legislative and staff travel; reimbursements; printing requisitions; per diems; subscriptions; supplies and equipment.

Required Knowledge, Skills and Abilities

An employee in this classification should have considerable knowledge of modern office practices and procedures, including familiarity with word processing, data base and spreadsheet applications; a willingness to increase competence with computer applications; some knowledge of the legislative process and how it relates to the functions performed; thorough knowledge of grammar, spelling and composition; ability to establish and maintain effective working relationships with fellow employees, legislators, staff and the general public.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advance office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

COMPUTER SPECIALIST

Description

Computer Specialists positions are assigned to the Assembly Chief Clerk. The Appointing Authority is the Assembly Speaker (one computer specialist) and the Assembly Minority Leader (one computer specialist).

Computer specialists are responsible for the planning, development, implementation, administration and maintenance of databases for the acquisition, storage and retrieval of data. This data includes Wisconsin voters, businesses, and organization memberships. Information will be made available to Assembly members and staff for their use in fulfilling the duties and responsibilities of their position. The Computer Specialist receives work assignments from his/her respective legislative leaders and members.

Examples of Work Performed

An employee in this classification will design, develop, install, implement, maintain, interpret and present data to users; become a resource in statistical analysis and other statistical and database software; work with legislators and/or staff to respond to requests for information or reports from existing databases and discuss development or new projects; and define, research, evaluate and recommend new or upgraded software systems or techniques required to meet the users' needs.

Required Knowledge, Skills and Abilities

An employee in this classification should have knowledge relating to the subject matters before the Legislature such as legislative efforts, relevant statutes, agency rules, policies, regulations and public policy issues; knowledge of data collection, research, statistical analysis and related analytical skills; discretion in the determination and application of methodologies for gathering and analyzing data and the creation of reports; and, knowledge of and proficiency in computer applications.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university with one year of managerial or advanced level professional experience which will provide reasonable assurance that the skills and knowledge required upon appointment have been acquired and that any additional skills and knowledge required at the full performance level can be acquired within a reasonable period of time.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

GRAPHIC DESIGNER

Description

Graphic designer positions are assigned to the Assembly Chief Clerk. The Appointing Authority is the Assembly Speaker (one graphic artist) and the Assembly Minority Leader (one graphic artist).

Graphic designers plan and execute composition and layout of legislative documents for partisan political caucus members. Employees may create their own designs, or utilize legislators', or State of Wisconsin designs and logos. Work involves design meetings with legislators and staff to discuss theme, composition, cost and reproductive processes. Work is subject to approval of the Speaker, Minority Leader and legislative client.

Examples of Work Performed

An employee in this classification will plan, design, create and produce artwork for visual communications such as newsletters, questionnaires, legislative letterhead and envelopes, business cards, contact cards, posters, newspapers, overheads, presentation graphics, and displays; confer and consult with legislators and staff regarding design, production techniques, content, client objectives, and target audience for their project; prepare digital artwork for printer, including instructions to the printer for final preparation; meet with printer, photographers, and others during the production process.

Required Knowledge, Skills and Abilities

An employee in this classification should have knowledge of the principles and techniques utilized in graphic and commercial art; design, typography, illustration, lettering, composition, tones and colors; functional knowledge of desktop publishing software; knowledge of techniques and limitations of different reproduction processes, such as offset, digital and letterpress printing and other duplicating processes; ability to work both independently and with several individuals in the completion of a project – client, vendor, photographer and printer; and a high degree of creative interpretation and problem solving skills relating to production.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with 18 months of a combination of training and experience in commercial art including formal work in an art school or college, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ASSEMBLY PHOTOGRAPHER

Description

Photographer positions are assigned to the Assembly Chief Clerk. The Appointing Authorities are the Assembly Speaker (one photographer) and the Assembly Minority Leader (one photographer).

Photographers produce images for use in newsletters, press releases, school group photo letters and postcards, Assembly brochures, the State of Wisconsin Blue Book and various other publications.

Examples of Work Performed

Typical assignment situations include committee meetings and bill hearings, floor coverage during Assembly session days, portraits, school groups, Representatives with visiting constituents, bill signings and press conferences. Other responsibilities include maintaining camera equipment; working with graphic artists to facilitate production of printed materials.

Required Knowledge, Skills and Ability

An employee in this classification should have a high level of technical skill in photography, to include a thorough understanding of camera and lens functions, lighting techniques and a complete working knowledge of digital capture and output; color management skills and the ability to manage digital files in the Adobe Photoshop environment; ability to work comfortably under pressure and with people from various backgrounds ranging in age from young elementary school children to elderly citizens.

Photographers are required to provide their own photographic equipment, including lighting equipment and backdrops and a full range of lenses from ultra wide angle to medium telephoto with apertures sufficient to work in low light situations and compatibility with Nikon digital systems.

Minimum Training and Experience

An employee in this classification will be a graduate of a college or university of recognized standing with 18 months of a combination of training and experience in photography, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

LEGISLATIVE ASSISTANT

Description

Legislative Assistant positions are assigned to the following offices:

Committee Chairs
Joint Finance Members
Majority Offices
Minority Offices

This position serves as the principal secretarial/clerical support for legislators and legislative staff. The employees are confronted with a variety of duties susceptible to different solutions and must adapt quickly and efficiently to the duties of any particular legislative office. Employees graduate from close supervision to little or no supervision as their tenure increases.

Examples of Work Performed

An employee in this classification will provide secretarial, clerical and office managerial support to a legislator and senior legislative staff by relieving them of as much detail work as possible; compose and type correspondence requiring knowledge of the legislative process, bill tracking and committee hearing work; provide receptionist work for the legislative office and be acquainted with the legislative process and the State Capitol for the convenience of constituents; maintain the legislator's calendar, both in-district and in capital, making and confirming conferences and appointments; develop and maintain an efficient office filing system, for legislation, committee and constituent work; provide constituents with information on bill status and do non-technical research on legislation; prepare and send mass mailings, newsletters, press releases and agency requests; make arrangements for travel, lodging and conference registration fees; and, screen all constituent and related problems, resolving as many as possible and referring the rest to the appropriate staff.

Required Knowledge, Skills and Abilities

An employee in this classification should have knowledge of modern office practices and procedures, including familiarity with word processing, database and spreadsheet applications; a willingness to increase competence with computer applications; thorough knowledge of grammar, spelling and composition; and, a willingness to meet and deal courteously with constituents and the public.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing

Occasional sitting, standing, walking, stooping, kneeling or crouching

Reach with hands and arms

Talk and hear

LEGISLATIVE ASSISTANT III

Description

Legislative Assistant III positions are assigned to the following offices:

Majority and Minority Leader
Speaker Pro Tempore
Chair of Joint Committee on Finance
Assistant Majority and Minority Leader
Majority and Minority Caucus Chair

This is a promoted staff position working exclusively for leadership in the Wisconsin State Assembly. Clerical and secretarial work at this level is complex and requires an extensive knowledge of legislative organization and process. An individual in this position should have exceptional office management skills.

Examples of Work Performed

In addition to the Legislative Assistant duties, an employee in the Legislative Assistant III position is responsible for work generated through leadership committees and party caucus; responsibilities include all additional clerical and secretarial work associated with leadership in the Wisconsin State Assembly; duties also include the screening and review of publications; draft or rewrite communications, plan office operations and maintain agendas, reports and arrange legislator's schedule to meet committee meetings and deadlines.

Required Knowledge, Skills and Abilities

An employee in this classification should have intimate knowledge of the organization and functions of the Wisconsin Legislature; knowledge of the goals of a legislative body and the correct procedure in attaining those goals; thorough knowledge of modern office practices and procedures and skill in their application; knowledge of State Agency Administrative Code, as it applies to leadership committee functions; and, familiarity with the location and functions of all state agencies and legislative agencies.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing

Occasional sitting, standing, walking, stooping, kneeling or crouching

Reach with hands and arms

Talk and hear

LEGISLATIVE ASSISTANT IV

Description

Legislative Assistant IV positions are assigned to the Assembly Speaker.

This is a promoted staff position working exclusively for the Speaker of the Wisconsin State Assembly. Clerical and secretarial work at this level is complex and requires an extensive knowledge of legislative organization and an understanding of the powers of the Speaker and the appropriate limits of those powers. An individual in this position should have exceptional office management skills.

Examples of Work Performed

In addition to the other Legislative Assistant duties, an employee in the Legislative Assistant IV position is responsible for work generated through leadership committees such as Assembly Organization, JCLO, and Legislative Council; responsibilities include all additional clerical, secretarial and ceremonial duties associated with working for an agency head; the screening and review publications; draft or rewrite communications, plan office operations; keep minutes and records for Committee on Assembly Organization, Rules Committee, and Joint Committee on Legislative Organization; maintain agendas, process Attorney General opinion requests, travel approval requests for staff, legislators and committees; and arrange the Speaker's schedule for committee meetings, statutory deadlines, and legislative floor sessions.

Required Knowledge, Skills and Abilities

An employee in this classification should have an intimate knowledge of the organization and functions of the Wisconsin Legislature; knowledge of the goals of a legislative body and the correct procedure in attaining those goals; thorough knowledge of modern office practices and procedures and skill in their application; knowledge of State Agency Administrative Code, as it applies to the Wisconsin Legislature; and, familiarity with the location and functions of all state agencies and legislative agencies.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

RESEARCH ASSISTANT

Description

Research Assistant positions are assigned to the following offices:

Committee Chairs
Joint Finance Members
Majority Offices (Not Freshman)
Minority Offices (Not Freshman)

This position is associated with legislative policy and committee interests. The primary duty is to generate guidelines and choices for a legislator or legislative committee, prioritize these choices and set out specific steps and methods to accomplish the public policy goals of the committee. Responsibilities of this position are typically varied and complex, requiring an awareness of the effect of a decision on the legislative process. Work is precise, timely and professional.

Examples of Work Performed

An employee in this classification will act as primary advisor, researcher and liaison for a Committee Chairperson or senior State Representative with members of the Assembly, Senate, and other legislative and state agencies, lobbyists, the executive office, and the news media relating to committee business; research pending legislation utilizing the services of the Legislative Council, Fiscal Bureau, Audit Bureau or any State Agency as required; assist the legislator and the Legislative Reference Bureau with bill drafting requests and floor amendments; defend Assembly decisions and policy on sensitive political issues and seek the cooperation of groups and organizations in achieving legislative goals; make personal contacts through public hearings and meetings with agency program managers, division administrators, secretaries of other agencies, legislative leaders, mayors, county board chairpersons, private sector businesses, and federal officials; negotiate diplomatically and successfully with these contacts realizing they frequently have opposite goals and different priorities from the ones you as an employee of the Legislature must carry forth and that they may be unresponsive or even antagonistic to your requests; make constituent contacts and maintain constituent files with solutions to constituent complaints and problems; and, respond to correspondence relating to committee work or matters of interest to the legislator or committee.

Required Knowledge, Skills and Abilities

An employee in this classification should have knowledge relating to the subject matters before the committee, such as the history of legislative efforts, relevant statutes, agency rules, policies, regulations and related public policy issues; basic skills needed to interpret

Research Assistant – Page 2

statistical analysis, data processing analytical techniques, and knowledge of a particular discipline like history, political science, or biological science relevant to the questions to be researched; and, an ability to negotiate with discretion and accuracy issues that result in the allocation of large amounts of state benefits.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

SERGEANT-AT-ARMS

Description

Sergeant-at-Arms performs highly responsible administrative and ceremonial duties and provides a variety of services to members of the Assembly.

Examples of Work Performed

An employee in this classification will execute all orders of the Assembly or its presiding officer connected with the police and good order of the body; exercise supervision over the ingress and egress of all persons to and from the Assembly Chamber; see that messages are promptly executed; supervise a large staff of assistants; and perform all other duties as indicated by the Rules of the Assembly. Purchase and maintain all office supplies.

Required Knowledge, Skills and Abilities

An employee in this classification should have thorough knowledge of legislative organization and processes; thorough knowledge of the rules and procedures of the Assembly; ability to direct the work of a large support staff; and, the ability to provide consultation to legislators on procedural matters.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ASSISTANT SERGEANT-AT-ARMS

Description

The Assistant Sergeant-at-Arms provides responsible administrative support work in the Assembly Sergeant-at-Arms office. An employee in this classification responsible for the day-to-day legislative support, security, personnel and public information functions that are the ultimate responsibility of the Sergeant-at-Arms. Additionally, the incumbent of this position substitutes for the Sergeant-at-Arms in his/her absence and the work is performed under the general supervision of the Sergeant-at-Arms.

Examples of Work Performed

An employee in this classification is responsible for the review of applications for employment, interviews and makes recommendations to the Sergeant-at-Arms for hiring messengers and other support personnel; reviews work habits of all employees on a continuing basis and makes recommendations for staff reductions during recess periods of the Assembly; Maintains all time sheets and other related documents; makes staff assignments; determines work assignments, and establishes priorities of services on a day-to-day basis; answers correspondence in reference to general legislative information and/or particulars on specific actions taken by the Legislature and in reference to employment and utilization of facilities; makes all physical arrangements for public hearings outside the Capitol; provides security for members of the Assembly and their respective property by coordinating the necessary security procedures with local, state, and federal officials and assigned personnel; maintains order and quiet in and about the Assembly Chamber; directs the distribution or copies of all documents such as journals, bills, joint resolutions, calendars and bulletins of the proceedings, to the members; and directs the delivery of all bills, resolutions or other communications to the Chief Clerk's desk.

Required Knowledge, Skills and Abilities

An employee in this classification will have considerable knowledge of legislative organization, processes, rules and procedures; ability to direct the work of a large support staff; ability to counsel employees and recognize personnel-related problems; and the ability to efficiently and effectively deal with the public both orally and in writing.

Minimum Training and Experience

An employee in this classification will be a graduate from a college or university of recognized standing with two years of advance office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing
Occasional sitting, standing, walking, stooping, kneeling or crouching
Reach with hands and arms
Talk and hear

ASSEMBLY MESSENGER

Description

Employees in this classification perform a variety of tasks:

Delivery of messages; collating of printed materials; registration of speakers and visitors at public hearings; operating recording equipment; labeling brochures/documents and other tasks as directed.

Required Knowledge

An employee in this classification should have some knowledge of the legislative process; the ability to meet and greet people who are registering; and the ability to follow instructions.

Minimum Training and Experience

An employee in this classification will be a high school graduate or an equivalent combination of training and experience.

Physical Requirements

Repetitive movement of hands and fingers – typing and/or writing

Occasional sitting, standing, walking, stooping, kneeling or crouching

Reach with hands and arms

Talk and hear

Occasionally lifts, carries or otherwise moves and positions objects weighing up to 75 lbs.